



Webinar Briefing

Theater Business Clearance (TBC) & Joint Contingency Contracting System (JCCS)



August 2012
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CJTSCC TBC Program Manager
Bill Reich, OSD DPAP CCAP
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Program Manager



TBC
THEATER BUSINESS CLEARANCE



TBC-JCCS Webinar Presentation

■ Agenda

- TBC Authorities (DPAP memos)
- TBC Operations
- TBC Forms and Contracting Officer's Guides
- CENTCOM Contracting web page
- Critical TBC Issues
- Iraq/Afghanistan/Kuwait/Pakistan Changes/Updates
- Pending Revisions to TBC Procedures
- JCCS / TBC System Presentation
- Questions



TBC Authorities

- Key Director Defense Procurement & Acquisition Policy (DPAP) Memos
 - TBC/CAD Update, 13 OCT 2010
 - TBC/CAD Update, 30 SEP 2011
 - TBC/CAD Update, 16 DEC 2011
 - TBC/CAD Update, 27 JUL 2012
- TBC/CAD Non-Compliance in Afghanistan
 - DPAP Memo of 23 JUL 2012

http://www.acq.osd.mil/dpap/dars/pgi/pgi_html/PGI225_74.htm



TBC Operations

- TBC webinars scheduled across DoD Agencies/Commands
 - Enhance TBC compliance / Increase TBC awareness & knowledge
- TBC Program Operations
 - TBC operates on a 7-day week
 - TBC policy is response in less than 4 days
 - 91% of TBC requests are returned within 2 days
 - 56% in 1 day
- DPAP/CJTSCC Web Page
 - http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html



TBC Request & Tracker Form

- Replaced by JCCS effective 27 July 2012
- TBC Request form (Limited use during transition)
 - TBC Number posted on top right corner
 - “RED” blocks require completion
 - Applicable, mandatory clauses need to be identified
 - Ensure you complete the embedded spreadsheet
- JCCS Automated Process
 - Maintains two-phase process (Pre-Solicitation and Pre-Award)
 - TBC Number is system-generated at Pre-Award Approval
 - Embedded spreadsheet data fields now in the JCCS system



TBC Guides

- Contracting Officers' Guides
 - Guides will remain & posted on our web page
 - 4 Guides (August 2012)
 - Iraq
 - Afghanistan
 - Kuwait
 - Pakistan
 - Summary of Changes (page S1) identifies changes
 - Instructions for TBC form completion until phase out
 - Mandatory provisions and clauses
 - Easy Copy & Paste for insertion into your contract documents
 - Do NOT insert clause prescriptions into your contracts
- All Guides are being revised to reflect JCCS TBC submission process



TBC Web Site

■ CENTCOM Contracting Web Page

- Contracting Officers' Guides & forms are posted

http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html

- Changes/updates will be noted in the Guides (Summary of Changes)
- TBC Q & A document posted on our web page
- JCCS FAQs will be posted as it is developed
- Continuous monitoring of web page will ensure you keep up-to-date on latest guidance



Critical TBC Issues

- New TBC email address:
Army.c-cubed.tbc@mail.mil
- New JCCS/TBC submission process
 - Effective 27 July 2012
 - Past TBC Request method by exception only
- Pre-coordination still critical to Life Support
- KOs by-passing TBC process and obtaining Letter of Authorizations (LOA)
- Continuous monitoring & update of awarded contracts is required during contract Period of Performance (PoP)



TBC Updates

- Iraq
 - Latest revisions (some pending) of Mandatory Clauses
 - DFARS 252.232-7003, Electronic Submission of Payment Request and Receiving Reports
 - 952.225-0010 Fitness for Duty & Medical/Dental Care
 - 952.225-0011 Gov Furnished Contractor Support



TBC Updates

■ Afghanistan

- Latest revisions (some pending) of Mandatory Clauses
 - DFARS 252.225-7039 Contractors Performing Private Security Functions
 - DFARS 252.232-7003 Electronic Submission of Payment Request and Receiving Reports
 - 952.225-0009 Medical Screening & Vaccination Requirements
 - 952.225-0011 Gov Furnished Contractor Support
 - 952.225-0022 Visibility of Inbound/Outbound Cargo & Contractor Equipment Census
 - 952.232-0002 Notification of Payment in Local Currency
 - 952.232-0004 Payment in Local Currency



K-P TBC Implementation

- Kuwait/Pakistan
 - 1 Nov 2010
 - Each has its own Guide
 - TBC “Criteria”
 - Boots on Ground >30 Days
 - Contracts > \$1 M
 - Non-Host Nation Vendors
 - Contracts delivering Material outside DTS
 - Contracts authorizing Contract Personnel to carry weapons (Regardless of duration/\$\$)



TBC Updates

■ Kuwait

- Edited DFARS 252.225-7995
- Updated DFARS 252.225-7039
- Updated DFARS 252.232-7003

■ Pakistan

- Edited DFARS 252.225-7040
- Updated DFARS 252.225-7039
- Updated DFARS 252.232-7003



New TBC Procedures

- TBC submissions will be through the Joint Contingency Contracting System (JCCS) (27 July 2012)
 - Requires JCCS account creation
 - JCCS process similar to past submission procedures
 - Send requests to JCCS vs. TBC function
 - Streamlines the process
 - Interfaces JCCS and SPOT systems
 - Enhances electronic storage, reporting, notifications
 - Generates TBC upon Pre-Award Approval
 - No Preliminary TBC Numbers will be generated – only Final TBC Numbers
 - Final TBC Numbers must be manually input into SPOT
- SPOT to control future LOA issuance (Date – TBD)



TBC Summary

- TBC Request submission will need to go through JCCS
 - Limited exceptions
- Changes to TBC requirements are frequent
 - Numerous clauses are currently under revision
 - Requires continuous monitoring of CJTSCC web site
- Contracts must be modified with new/updated clauses during Period of Performance (PoP)
- JCCS / SPOT interface process is still being refined
- Control of LOAs is coming – ensure you obtain TBC approval before requesting LOA



TBC Program

- Questions?
- Following the webinar and anytime, you can send an email to:
contingencycontracting@osd.mil
with subject line: “TBC Update Webinar”
or contact:
 - Harvey Von Hollen, CJTSCC TBC PM,
210-221-1190
- or
 - Bill Reich, OSD DPAP CCAP, 571-256-7009



JCCS-TBC Training **Contracting Officer (KO) Functions**

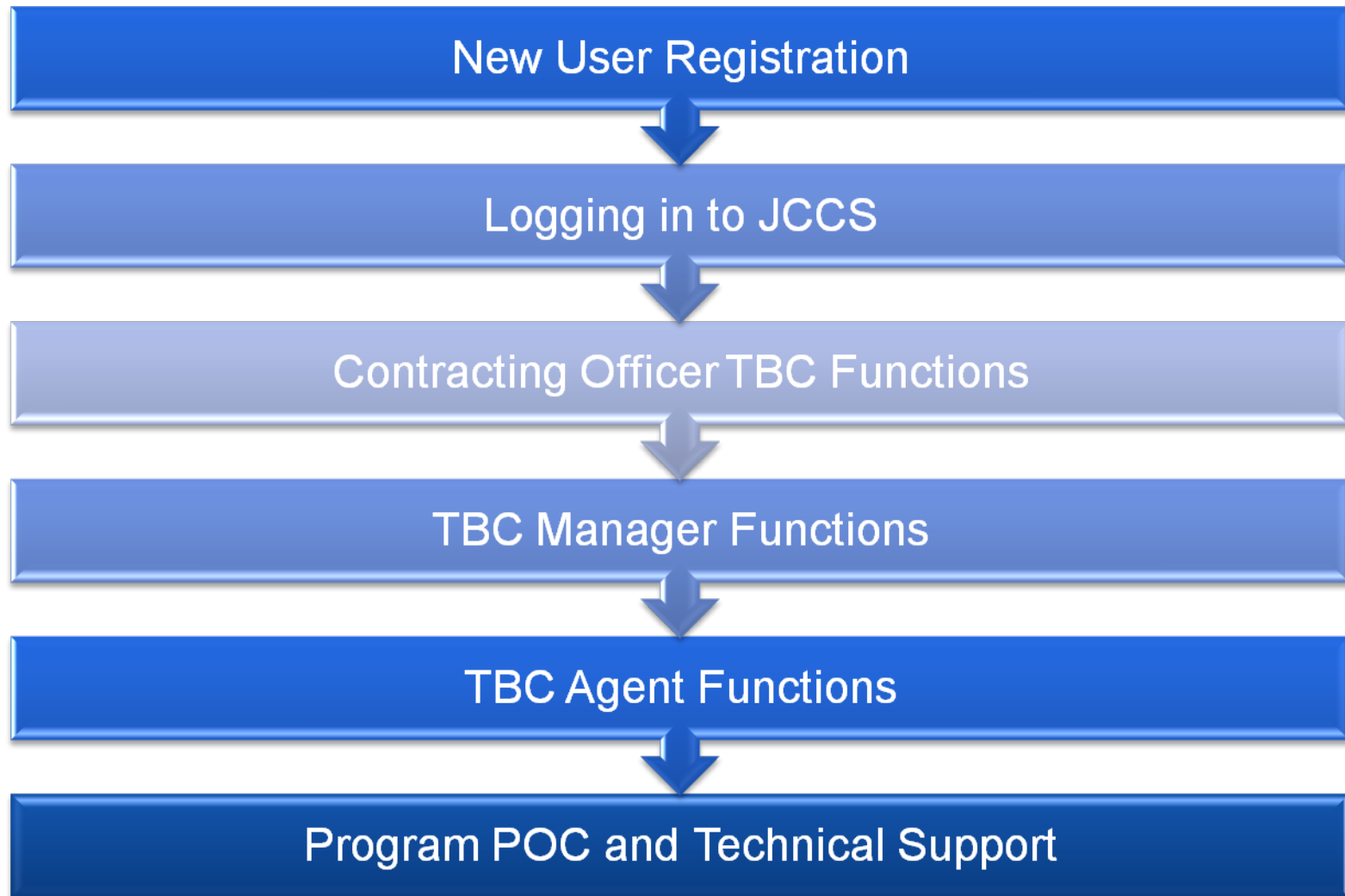


**Presented by
Martina Johnson,
DLA JCCS Program
Manager**



TBC
THEATER BUSINESS CLEARANCE

JCCS / TBC Interface





TBC Integrates with JCCS

1. Open a web browser and go to <https://www.jccs.gov/olvr>

Joint Contracting and Contingency

Joint Contingency Contracting System (JCCS) • ACSA Global Automated Tracking and Reporting System (AGATRS)
3 in 1 • Theater Business Clearance (TBC)

Make Selection to login

CAC/Digital Certificate Users

Click Here

Non CAC or Vendor Users

Click Here

2. Select "Click Here"

IMPORTANT! Select the NON e-mail Certificate for access into JCCS.

The e-mail Certificate is not recognized by JCCS for system access.

External Link Disclaimer: The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations. All links are provided consistent with the mission of this Web site.

For more information, please contact the JCCS helpdesk at

jccs.support@dla.mil



New User Registration

Joint Contracting and Contingency Services

Joint Contingency Contracting System (JCCS) • ACSA Global Automated Tracking and Reporting System (AGATRS)
3 in 1 • Theater Business Clearance (TBC)

Quick Links

Links

FAQS

AGATRS Training Site

AGATRS

JCCS Us

TBC: Register a New User

TBC: Register a CAC

TBC Job Aid - Accessing JCCS

JCCS/AGATRS Email Helpdesk

3in1 Download Page

3in1 Email Helpdesk

JCCS

Username

Password

→

CAC Login

Register CAC

New User?

Headlines and Notifications

JCCS

07/27/2012

TBC

THEATER BUSINESS CLEARANCE

→

Begin by clicking → beside "New User?"

TBC Release v1.0: Theater Business C

The following enhancement has been rele

- The Theater Business Clearance under the JCCS module!!

Click on the TBC tab on the KO Training available for TBC KOs, Managers.

If you have a registered CAC, click → beside "CAC Login"

→



Select Your Role and Approver

Joint Contracting and Contingency Services

Joint Contingency Contracting System (JCCS) • ACSA Global Automated Tracking and Reporting System (AGATRS)
3 in 1 • Theater Business Clearance (TBC)

Request JCCS System Access

Select one of the following positions

- ☐ Contract Officer/Spe
- ☐ RCC Chief
- ☐ SBDC
- ☐ Translator
- ☐ Other
- ☐ Vendor Reviewer
- ☒ TBC Manager
- ☐ TBC Agent

This position is the for the Theater Business Clearance management official

Registration Approver:

Mallette, Eric, Mr. ▼

Continue Registration

1. Select the role that best describes your position

2. Specify who should approve your registration; select Eric Mallette

3. Click "Continue Registration"



Provide Your Contact

Informa

1. Complete all personal information and contact fields

Note: “Contracting Experience” fields display only when Contract Officer/Specialist or RCC Chief role is selected on previous page

2. Click “Continue Registration”

Joint Contracting and Contingency Services

Joint Contingency Contracting System (JCCS) • ACSA Global Automated Tracking and Reporting System (AGATRS)

New User Registration

User Name:

Title:

First Name:

Middle Name:

Last Name:

Date of Birth:

Month: 1

Day: 1

Year: 1900

Phone Number:

Fax Number:

Email:

Sector/RCC:

Contracting Experience

Warrant Authority:

Unlimited

Certification Level:

0

Gov't Purchase Card:

Blank

Years Of Experience:

Commodities:

Years: 0

Months: 0

Construction:

Years: 0

Months: 0

Service:

Years: 0

Months: 0

Source Selection:

Years: 0

Months: 0

Continue Registration



Create Login Password

JCCS Password Questions

Select and enter the answers to each of your three (3) questions

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

1. Select and answer three security questions

Password

Password must have at least 15 characters including 1 number, 1 special character (!, @, #, \$, %, ^, &, +, =), 1 lower-case letter, and 1 capitalized letter.

New Password:

Confirm New Password:

2. Create a password and enter it twice

Note the password requirements

3. Click "Submit Account Request"

Submit Account Request



Registration Submission

Joint Contracting and Contingency Services

Joint Contingency Contracting System (JCCS) ■ ACSA Global Automated Tracking and Reporting System (AGATRS)

Thank you for your Registration!

You will be notified by your approving authority of your approval status to access system.

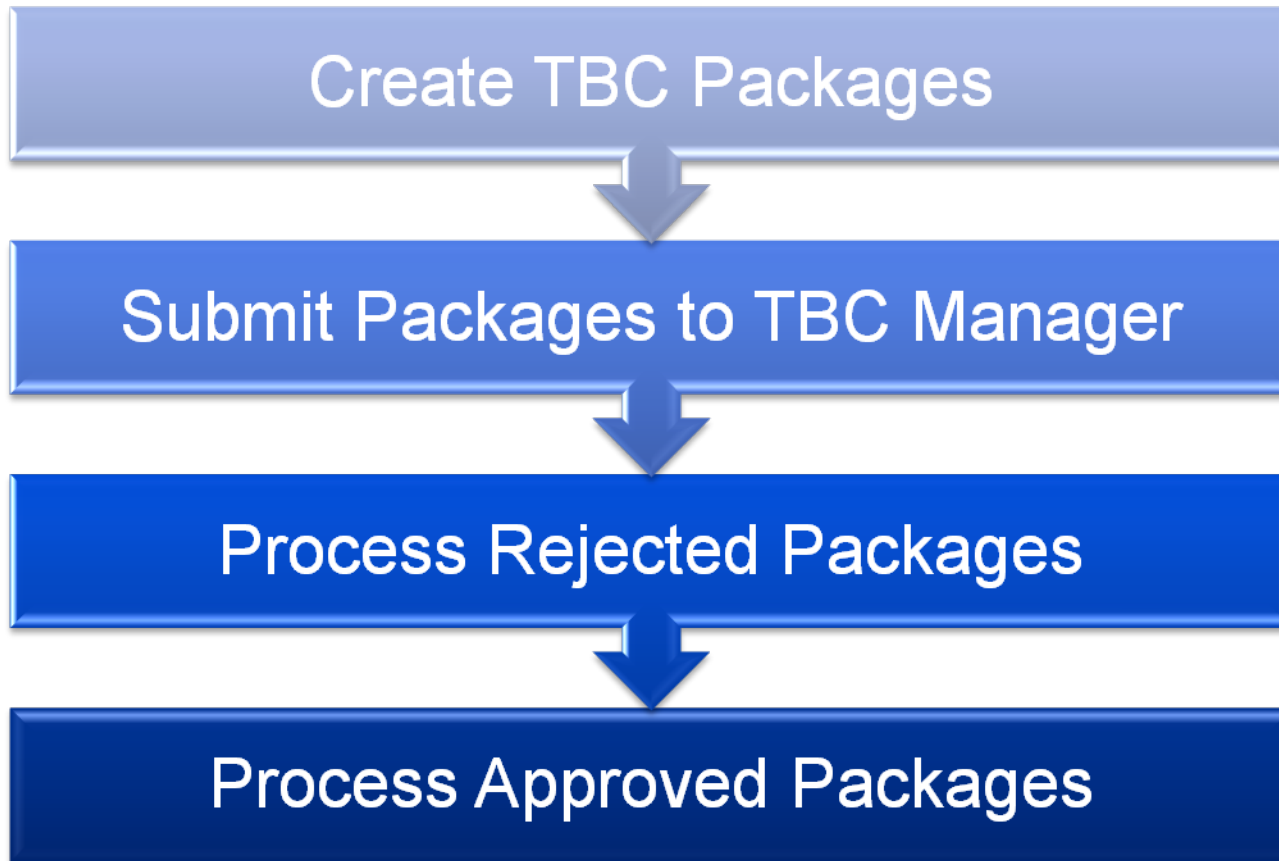
Continue

Click “Continue” to
return to the initial login
screen

Next Steps: Your selected approving authority will process your registration and notify you when you can log in to JCCS. Then log in and follow the prompts to reset your password and accept the system Training Agreement and Rules of Behavior.

IMPORTANT: After logging in and out of JCCS for the first time, you can log in and select the “Register a CAC” option. See the “Registering a CAC” lesson for details.

KO TBC Tasks





TBC KO Home Tab

- Contracting Officers navigate to the TBC tab
 - Search screen to filter and display existing packages
 - Create option for Pre-Solicitation packages
 - Pre-Award packages will be continued from approved Pre-Solicitation packages
- Selecting a new or existing package displays a separate screen
 - Workflow is controlled by the TBC status
 - Changing the status to “Submitted” adds it to the TBC Agent Queue



KO Home

JOINT CONTRACTING AND CONTINGENCY SERVICES

[مشاهدة الموقع بالعربية] [LOG OFF]

KO Home Approver Home User Profile Search Vendors New Solicitation Search Solicitations **TBC** Help and Training FAQs Links Feedback

Name: Patty Dulman · ContractOfficer/ContractSpecialist/VendorApprover Tuesday, 31 July 2012

My Current Solicitations
You do not have any active solicitations.
[CREATE SOLICITATION]
[VIEW ARCHIVED SOLICITATIONS]

Data Extracts
☒ Monthly Actions (Raw Data By Award Date) *Real-Time*
☐ Purchase Requests Extract *Real-Time*
☐ Monthly Report (Executive Summary) *Refreshed Daily at 20:00 GMT*
☐ Monthly Report by RCC *Refreshed Daily at 20:00 GMT*
☐ Closeout Candidates by RCC (Open in FY2005 or later) *Real-Time*

Begin Period Month: July Year: 2001 **End Period** Month: July Year: 2001

KO logs in to JCCS and selects
"TBC" tab

View All Packages in your Inbox

Select a status code and optionally specify a date range. Only packages with the selected status are displayed

in the Inbox

Click [Export] to export table data to MS Excel

KO Home [User Profile](#) [Search Vendors](#) [New Solicitation](#)

Name: Patty Dulman Contract Officer/Vendor Approver

My Current TBCs

TBC Status

From Date To Date

[Export]

PIIN	TBC Number	TBC Status	TBC Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent	
838383-12-U-0012		Rejected	2012/07/18 14:58:22		Dulman, Patty	Dulman, Patty	[Edit]
FE3245-12-A-DE33-0002		Draft	2012/07/03 09:43:42				[Edit]

[CREATE TBC]

Click [Create TBC]

Click any column heading to sort rows by the data in the column, in descending order. Click again to sort in ascending order.



Package Status Codes

- **Draft** – KO created a package, but has not submitted it to TBC Manager
- **Submitted** – KO filled in package data and submitted to TBC Manager
- **Approved** – TBC Agent approved the package. KO can release the solicitation or award the contract.
 - A TBC number is automatically assigned to an approved pre-award package
- **Rejected** – TBC Agent rejected the package. KO views the package details to read rejection code and comments. Package must be corrected and resubmitted.



Complete Package Details

TIP: Scroll down to view additional fields

Name: Patty Dulman -
Contract Officer/Contract Specialist/Venue

Select Pre-Solicitation or Pre-Award

Theater Business Clearance Package

* Package Type

* Contract Type

* Contracting Office Code [Search]

KO can assign package to another KO

* DBA Compliant KO

KO Name

KO Phone #

Award Amount \$

Award Date

* PIIN - -

For PIIN select either "R", "I", or "B" when creating Pre-Solicitation

ACO Name

ACO Phone #

* Requirement POC in Theater

* Requirement POC Phone #

* Contract Admin Office

COR Name

COR Phone #

Has COR information been input to the CORT Tool?

Does the contract contain the Wide Area Work Flow

* Name FOB Official

Description

Fill in required fields (marked by red asterisks*) All yellow fields can be edited.



Complete Package Details

Theater Business Clearance Package

* Package Type	Pre-Solicitation	ACO Name	
* Contract Type	Firm Fixed Price	ACO Phone #	
* Contracting Office Code	1 [Search]	* Requirement POC in Theater	Jean Jones
Contracting Office: N/A Agency: NATIONAL MEDIATION BOARD (9524) Department: NATIONAL MEDIATION BOARD		* Requirement POC Phone #	777-777-7771
* DBA Compliant KO	No	* Contract Admin Office	MIP1
KO Name	Dulman, Patty	COR Name	
KO Phone #	777-777-7777	COR Phone #	
Award Amount \$		* Has information been input to the CORT Tool?	No
Award Date		* Does contract contain the Wide Area Work Flow Clause?	No
* PIIN	WE2345 - 12 - I - 0001	Official	Stan Brown
		Description	

Fill in required fields (marked by red asterisks*) All yellow fields can be edited.

* Country Kuwait

Mandatory Requirements

Countries

Kuwait ()				
Clause Number	Clause Title	Fill in SOW/RFP Page #or N/A	KO's Guide Page Ref	Prescription (See Contracting Officer's Guide for further guidance)
52.228-3	Workers' Compensation Insurance (Defense Base Act) (APR 1984)		Pg 14	Insert in all solicitations and contracts for services and construction that require performance on Kuwait Base Camps. This also includes supply contracts if the contractor is required to conduct training and installation on the Kuwait Base Camp.



Onscreen Help

KO Phone # 777-777-7777

Award Amount \$

Award Date

* PIIN WE2321 - 12 - B - 0001

Type in the Award Amount when Pre-Award package receives final approval

Place the mouse inside a field to view a helpful tooltip

Refer to the Prescription column for guidance in completing this section

Mandatory Requirements

* Country Kuwait

Kuwait ()

Clause Number	Clause Title	Fill in SOW/RFP Page # or N/A	KO's Guide Page Ref	Prescription (See Contracting Officer's Guide for further guidance)
52.228-3	Workers' Compensation Insurance (Defense Base Act) (APR 1984)		Pg 14	Insert in all solicitations and contracts for services and construction that require performance on Kuwait Base Camps. This also includes supply contracts if the contractor is required to conduct training and installation on the Kuwait



Edit SOW/Page References

Mandatory Requirements				
Country Afghanistan				
Clause Number	Clause Title	Fill in SOW/RFP Page # or N/A	KO's Page Ref	Prescription (See Contracting Officer's Guide for further guidance)
52.228-3	Workers' Compensation Insurance (Defense Base Act) (APR 1984)	N/A	Pg 5	Insert in all solicitations and contracts for service or construction with performance in Afghanistan.
252.225-7039	Contractors Performing Private Security Functions (AUG 2011)	N/A	Pg 5	Insert in all solicitations and contracts for service or construction with performance in Afghanistan. The requirements of this clause apply to contractors in areas of contingency operations whether the contract is for the performance of private security functions or services, to include construction.
252.225-7040	Contractor Personnel Authorized to Accompany U.S. Forces Deployed Outside the U.S. (JUN 2011)	N/A	Pg 8	This clause applies to contractor personnel who are authorized to accompany and support the US Armed Forces in Afghanistan. Ensure you read the Table for supplemental information required in SOW.
225.225-7993	Prohibition on Contracting with the Enemy in the United States Central Command Theater of Operations (DEVIATION 2012-00005) (JAN 2012)	N/A	Pg 18	Required in all solicitations and contracts with an estimated value of more than \$100,000 that are being, or will be, performed in the U.S. Central Command theater of operations.
252.225-7994	Additional Access to Contractor and Subcontractor Records in the United States Central Command Theater of Operations (DEVIATION 2012-00005) (JAN 2012)	N/A	Pg 19	Required in all solicitations and contracts with an estimated value of more than \$100,000 that are being, or will be, performed in the U.S. Central Command theater of operations.
252.225-7995	Contractor Personnel Performing in the United States Central Command Area of Responsibility (Deviation 2011-00004) (APR 2011)	N/A	Pg 19	Required for all contracts >\$30,000 that do not incorporate DFARS 252.225-7040. This includes contracts that are not in direct support of the US Armed Forces, e.g. reconstruction projects and services in support of Afghani Govt forces.
252.225-7997	Additional Requirements and Responsibilities Relating to Alleged Crimes by or Against Contractor Personnel in Iraq or Afghanistan (Deviation) (AUG 2010)	N/A	Pg 24	Insert in all solicitations/contracts for services or construction when contractor employees will spend more than 30 days in Afghanistan.

SOW/RFP Page # column can be edited



Submit Completed Package

KO Phone #

Award Amount \$

Award Date

* PIIN - - -

Name FOR Official

Description

Mandatory Requirements

* Country

Contract Risk Level

* Number of employees projected to deploy

* For Self Defense

* Type of Employees

* Number of who are projected to be armed (including subcontractors)

* For Protecting Others

* Type of Employees

Attached Document (s)

Vendor/Cage Code

Document Name			Status
C:\Users\RJ604134\Documents\KOTest1.docx	<input type="button" value="View"/>	<input type="button" value="Delete"/>	

Click [Submit] when the package is ready for review and approval



Package Screen Options

- **Save Draft** – Saves package data for future editing
- **Submit** – Saves changes and sends package to TBC Manager's Inbox
- **Clear** – Clears all data entries so you can start over
- **Delete** – Deletes the entire package

[Save Draft] [Submit] [Clear] [Delete]



JCCS Validates Submitted Data

- If validated, the package status changes to “Submitted” and it goes to the TBC Manager’s Inbox
- If validation fails, a message is displayed at the top of the package screen; KO makes corrections and re-submits

Missing/Bad Data in at least one of the required fields

Theater Business Clearance Package	
Package Type	Pre-Solicitation ▼
Contract Type	Firm Fixed Price ▼
* Contracting Office Code	[Search]
ACO Name	
ACO Phone #	
* Requirement POC in Theater	



Submitted Package in KO's Inbox

[مشاهدة الموقع بالعربية] [LOG OFF]

JOINT CONTRACTING AND CONTINGENCY SERVICES

KO Home Approver Home User Profile Search Vendors New Solicitation Search Solicitations TBC Help and Training FAQs Links Feedback

Name: Patty Dulman - ContractOfficer/ContractSpecialist/VendorApprover Tuesday, 31 July 2012

My Current TBCs

TBC Status From Date To Date

[Export]

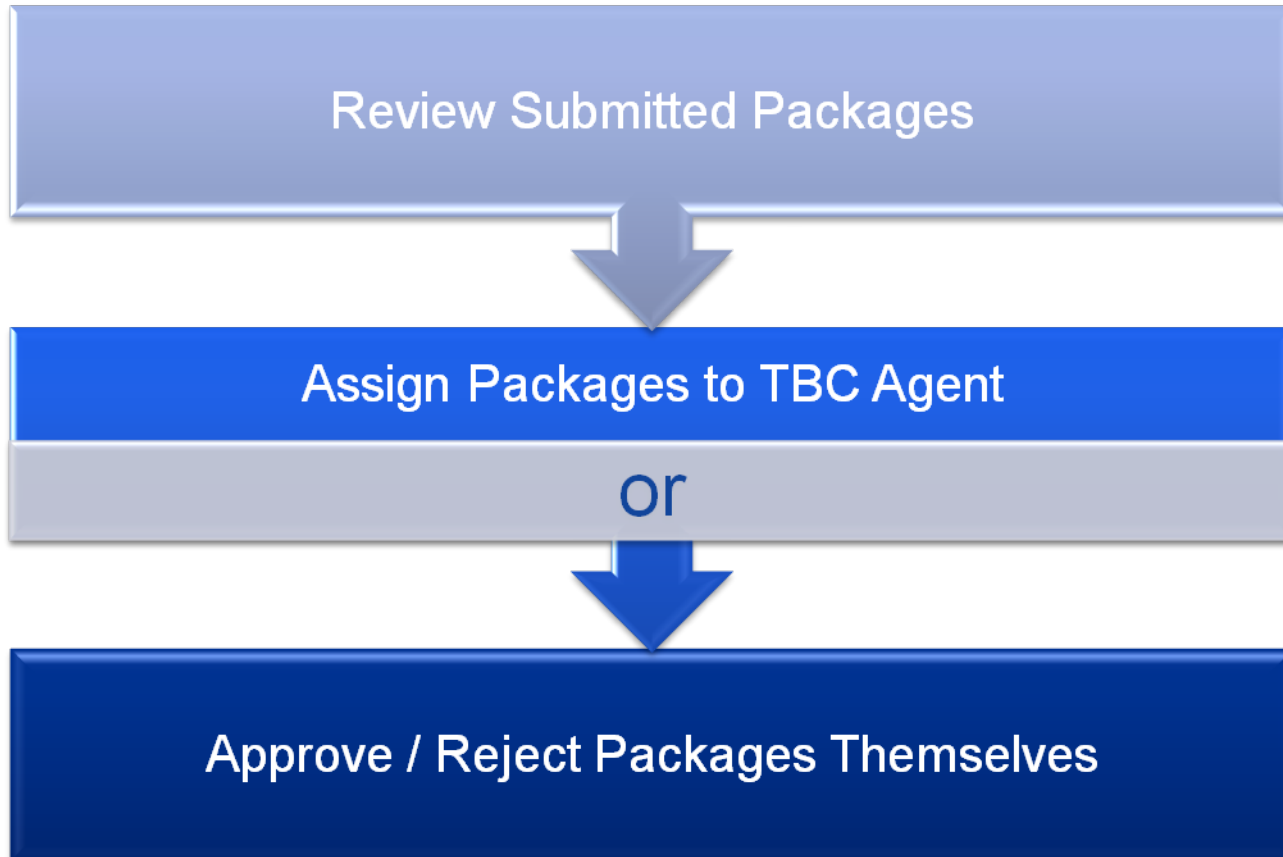
PIIN	TBC Number	TBC Status	TBC Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent	
H92337-12-Q-2345		Draft	2012/07/25 07:00:14		Summers, Nina	Summers, Nina	[Edit]
JHHHH-12- -2345		Draft	2012/07/25 10:53:57				[Edit]
WE2345-12-R-6789		Submitted	2012/07/31 16:17:40	0	Summers, Nina		[View][Recall]

[CREATE TBC]

[View] means read-only.
[Edit] means you can edit some of the package details.

Click [Recall] to change the status back to "Draft" and allow you to edit the package

TBC Manager Tasks



TBC Manager Receives Submitted Package

JOINT CONTRACTING AND CONTINGENCY SERVICES

TBC Home Search Solicitations Help ar

Name: Nina Summers - TBCManager

My Current TBCs

TBC Status

From Date

[Export]

PIIN					KO	Assigned TBC Agent	
WE2345-12-R-6789		Submitted	2012/07/31 16:17:40	0	Summers, Nina	<input type="text" value=""/>	[Edit]
H92237-12- -1234	AAA-H92237-12-0003	Approved	2012/07/27 11:54:25	1	Schmidt, Lorrie	Wiggins, Collista	[View]
H92237-12-A-1234	AAA-H92237-12-0002	Approved	2012/07/27 10:35:50	0	townley, JoAnn	Patel, Mihir	[View]
H92237-12-A-1234-5678		Submitted	2012/07/27 08:30:30	4	Francom, Krista	Patel, Mihir	[View]
H92237-12- -1234		Submitted	2012/07/26 16:02:02	5	Jehle, Amy	Wiggins, Collista	[View]
H92237-12-A-1234-5678		Submitted	2012/07/26 12:41:03	5	Whitley, Albert	Vonhollen, Harvey	[View]

TBC Manager has the option to work the Pre-Solicitation or assign to a TBC Agent

Leave blank if TBC Manager assigns package to self, or...

...Assign package to TBC Agent



Package Assignment Emailed to TBC Agent

Today



Summers, Nina L DLA CIV INFORMATION OPERATIONS 4:36 PM



TBC Package has been assigned

From: jccs.support@dla.mil [<mailto:jccs.support@dla.mil>]

Sent: Tuesday, July 31, 2012 4:33 PM

To: Summers, Nina L DLA CIV INFORMATION OPERATIONS

Subject: TBC Package has been assigned

TBC Manager: xxx, phone: yyy Package Type: Pre-Solicitation

TBC Agent Tasks

Review Assigned
Packages



Approve or Reject
Packages

Assigned Package Goes to TBC Agent's Inbox

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Name: Nina Summers - TBCAgent
Tuesday, 31 July 2012

My Current TBCs

TBC Status All

From Date To Date

[Export]

PIIN	TBC Number	TBC Status	TBC Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent	
WE2345-12-R-6789		Submitted	2012/07/31 16:17:40	0	Summers, Nina	Summers, Nina	[Edit]

TBC Agent selects [Edit] to review Pre-Solicitation package

TBC Agent Rejects Package

KSCR1-19	Special Requirements for Construction and Facility Associated Work on Military Installations in Kuwait (OCT 2011)	N/A	Pg 59	Include in all construction and facility associated contracts with place of performance in Kuwait.
----------	---	-----	-------	--

Contract Risk Level

Number of employees projected to deploy: 2345
 Number of who are projected to be armed (including subcontractors): 3455

For Self Defense: Y
 Type of Employees: Host Nation

Attached Document (s): Browse... Vendor/Cage Code: [Search]

Document Name		Status
Notes.docx	[View] [Delete]	In DB

For TBC Agent Use Only

Comments
 [2012/07/31 16:32:32] by nina.summers.tbcm: Assign to TBC Agent: 54531

Rejected Reason
 C-1 Missing Clauses

[Update] [Approve] **[Reject]**

Select [View] to review attached document

To reject package, select a reason code...

... and select [Reject]



KO Receives Rejected Notification

KO receives email notification of Rejected Pre-Solicitation package.

Arrange By: Date | Newest on top ▼

Today

Summers, Nina L DLA CIV INFORMATION OPERATIONS
FW: TBC Rejected: WE2345-12-R-6789 4:47 PM 5 KB

Sent: Tuesday, July 30, 2012 4:47 PM
To: Summers, Nina L DLA CIV INFORMATION OPERATIONS
Subject: TBC Rejected: WE2345-12-R-6789

Package Type: Pre-Solicitation TBC Comments: [2012/07/30 16:47:53] by nina.summers.tbc: Rejected



Rejected Packages – Email Sent to KO

From: ABC Organization
To: Black, Joe
Cc:
Subject: Disapproved TBC Request (UNCLASSIFIED)

Mr Black,

1. Your TBC request is returned for the following reasons:
 - a. You failed to provide any data in the embedded spreadsheet. We must have this info to conduct our review.
 - b. You have included many outdated mandatory clauses that must be replaced with current versions:
 - 952.225-0003
 - 952.225-0004
 - 952.225-0009
 - c. You have omitted several clauses that are mandatory and must be included in FULL TEXT:
 - DFARS 252.225-7039
 - DFARS 252.225-7040
 - DFARS 252.225-7993
 - DFARS 252.225-7994
 - DFARS 252.225-7995
 - DFARS 252.225-7997
 - Clause 952.225-0011 to include identifying specific areas of support.
 - d. You must provide complete contact info on the POC for Row 9, TBC Request form.
 - e. You must provide a POC for Row 10, TBC Request form. If "N/A", you must provide justification why Life Support such as billeting and dining is not required.
 - f. You should not use two different TBC forms. The embedded spreadsheet can be completed by double-clicking the YELLOW block of the TBC Request & Tracker form. You only need to complete the "Initial TBC" tab. The data will automatically embed into the other two tabs that are write protected.
2. I have attached the current CO Guide for your use to copy and paste the appropriate clauses into your solicitation. If you have any questions let me know. Once you complete the above items, return the entire package and we will expedite our review.

V/r,
HNV
Harvey M. Von Hollen
CJTSCC Stateside
TBC Program Manager
NH-04 (GS-15)
(210) 331-1100

The email explains the reasons for the rejection and required actions. TBC requestor's original documents are also returned as attachments.

Reviewing Packages

JOINT CONTRACTING AND CONTINGENCY SERVICES [مشاهدة الموقع بالعربية] [LOG OFF]

TBC Home Search Solicitations Help and Training FAQs Links Feedback

Name: Nina Summers - TBCAgent

My Current TBCs

TBC Status: All
From Date: To Date:

[Export]

PIIN	TBC Number	TBC Status	TBC Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent
WE2345-12-R-6789		Rejected	2012/07/31 16:47:53	0	Summers, Nina	Summers, Nina [View]

TBC Agent can view Rejected Pre-Solicitation

JOINT CONTRACTING AND CONTINGENCY SERVICES [مشاهدة الموقع بالعربية] [LOG OFF]

TBC Home Search Solicitations Help and Training

Name: Nina Summers - TBCManager

My Current TBCs

TBC Status: Rejected
From Date: To Date:

[Export]

PIIN	TBC Number	TBC Status	TBC Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent
H92237-12-Q-1234		Rejected	2012/07/24 14:32:55	0	Dunn, Doug	[View]
H92237-12-Q-1234		Rejected	2012/07/25 11:14:01	0	Wagner II, Dennis	[View]
H92237-12-Q-1234		Rejected	2012/07/25 11:07:44	0	Melton, Harold	[View]
WE2345-12-R-6789		Rejected	2012/07/31 16:47:53	0	Summers, Nina	Summers, Nina [View]

TBC Manager can view TBC Agents' work when packages are Approved or Rejected

KO Revises and Submits Package

KO edits package and re-submits the package



TBC Agent reviews and approves Pre-Solicitation package

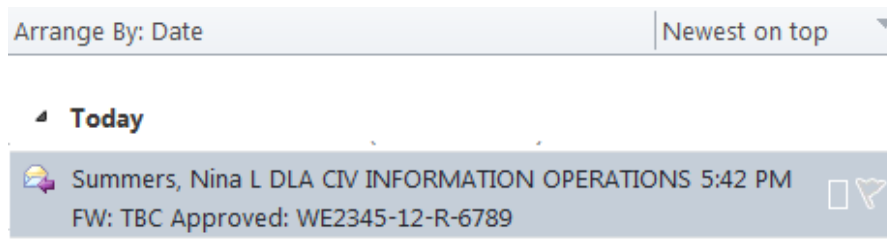


KO receives email notification of approved Pre-Solicitation package



KO Receives Approval Notification

TBC Agent approves the package, email notification is sent to the KO.



Sent: Thursday, July 30, 2012 5:06 PM
To: Summers, Nina L DLA CIV INFORMATION OPERATIONS
Subject: TBC Approved: WE2345-12-R-6789

Package Type: Pre-Solicitation TBC Comments: [2012/07/30 17:06:39] by
nina.summers.tbc: Approved



KO Edits Pre-Award Package

Theater Business Clearance Package

Package Type **Pre-Award**

Contract Type **Cost Plus Award Fee**

Contracting Office Code **M00027** [Search]

Contracting Office: HEADQUARTERS MARINE CORPS

Enter the Award Amount and Award Date

DBA Compliant KO **Yes**

KO Name **Summers, Nina**

KO Phone # **777-777-7777**

Award Amount \$ **100,000.00**

Award Date **07/30/2012**

PIIN **WE2345** - **12** - **A** - **6789** - **2345**

When creating a Pre-Award select either "A", "D", or "G"

ACO Name **Debbie**

ACO Phone # **703-765-8907**

Requirement POC in Theater **Sandra**

Requirement POC Phone # **703-678-0988**

Contract Admin Office **dla**

COR Name **Ken**

COR Phone # **703-876-0987**

Has COR information been input to the CORT T **Yes**

Does the contract contain the Wide Area Work Clause?

Yes

Name FOB Official **Stan Brown**

Description

ACO and COR information is required at Pre-Award

Requirements



Processing a Pre-Award Package

[مشاهدة الموقع بالعربية] [LOG OFF]

JOINT CONTRACTING AND CONTINGENCY SERVICES

KO Home Approver Home User Profile Search Vendors New Solicitation Search Solicitations TBC Help and Training FAQs Links Feedback

Name: Nina Summers - ContractOfficer/ContractSpecialist/VendorApprover Tuesday, 31 July 2012

My Current TBCs

TBC Status From Date

KO submits Pre-Award package

PIIN	TBC Number	TBC Status	Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent	
H92337-12-Q-2345		Draft	2012/07/25 07:00:14		Summers, Nina	Summers, Nina	[Edit]
JHHHH-12- -2345		Draft	2012/07/25 10:53:57				[Edit]
WE2345-12-A-6789-2345		Submitted	2012/07/31 17:51:41	0	Summers, Nina		[View][Recall]

[Export] [CREATE TBC]

TBC Manager received Submitted Pre-Award package

Leave unassigned for TBC Manager to work Pre-Award package

TBC Manager clicks on [Edit]

TBC Home Search Solicitation

Name: Nina Summers - TBCManager Tuesday, 31 July 2012

My Current TBCs

TBC Status From Date

PIIN	TBC Number	Status	TBC Status Date	Lead Time (days)	Submitted	Assigned TBC Agent	
WE2345-12-A-6789-2345		Submitted	2012/07/31 17:51:41	0	Summers, Nina		[Edit]
H92237-12- -1234	AAA-H92237-12-0003	Approved	2012/07/27 11:54:25	1	Schmidt, Lorrie	Wiggins, Collista	[Edit]
H92237-12-A-1234	AAA-H92237-12-0002	Approved	2012/07/27 10:35:50				
H92237-12-A-1234-5678		Submitted	2012/07/27 08:30:30				
H92237-12- -1234		Submitted	2012/07/26 16:02:02	5	Jehle, Amy	Wiggins, Collista	[View]
H92237-12-A-1234-5678		Submitted	2012/07/26 12:41:03	5	Whitley, Albert	Vonhollen, Harvey	[View]

Approving Pre-Award Packages

TBC Manager reviews and approves package



TBC Manager clicks [View] to review approved Pre-Award Package with assigned TBC Number



Email notification is sent to the KO of Approved TBC Pre-Award package along with TBC number



TBC Number Added to Approved Package

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JOINT CONTRACTING AND CONTINGENCY SERVICES

[LOG OFF]

[TBC Home](#) [Search Solicitations](#) [Help and Training](#) [FAQs](#) [Links](#) [Feedback](#)

Name: Nina Summers - TBCManager

Tuesday, 31 July 2012

My Current TBCs

1. Pre-Award approved.
TBC Number is
generated.

To Date

2. TBC Manager clicks
[View]

[Export]

PIIN	TBC N	TBC Status	TBC Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent	
WE2345-12-A-6789-2345	AAA-WE2345-12-0001	Approved	2012/07/31 18:08:46	0	Summers, Nina	<input type="text"/>	[View]
H92237-12- -1234	AAA-H92237-12-0003	Approved	2012/07/27 11:54:25	1	Schmidt, Lorrie	Wiggins, Collista	[View]
H92237-12-A-1234	AAA-H92237-12-0002	Approved	2012/07/27 10:35:50	0	townley, JoAnn	Patel, Mihir	[View]
H92237-12-A-1234-5678						Patel, Mihir	[View]

3. TBC Number displays at
top

[TBC Home](#) [Search Solicitations](#) [Help and Training](#) [FAQs](#) [Links](#)

Name: Nina Summers - TBCManager

Tuesday, 31 July 2012

Theater Business Clearance Package

AAA-WE2345-12-0001

Package Type

ACO Name

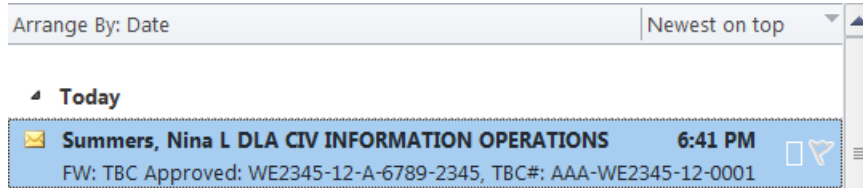
Contract Type

ACO Phone #



Approval Notification with TBC Number Sent

When Pre-Award package is approved, TBC Number is automatically assigned and displayed in email



Sent: Tuesday, July 31, 2012 6:09 PM
To: Summers, Nina L DLA CIV INFORMATION OPERATIONS
Subject: TBC Approved: WE2345-12-A-6789-2345 TBC#: AAA-WE2345-12-0001

Package Type: Pre-Award TBC Comments: [2012/07/31 17:31:44] by
nina.summers.tbcm: Assign to TBC Agent: 54531 [2012/07/31 17:31:44] by
nina.summers.tbcm: Assign to TBC Agent: 54531 [2012/07/31 17:31:44] by
nina.summers.tbcm: Assign to TBC Agent: 54531 [2012/07/31 17:31:44] by
nina.summers.tbcm: Assign to TBC Agent: 54531



KO Reviews Approved Package

JOINT CONTRACTING AND CONTINGENCY SERVICES

[مشاهدة الموقع بالعربية]
[LOG OFF]

KO Home Approver Home User Profile Search Vendor: New Solicitation Search Solicitation TBC Help and Training FAQs Links Feedback

Name: Nina Summers -
ContractOfficer/ContractSpecialist/VendorA

Tuesday, 31 July 2012

My Current TBCs

1. KO reviews "My Current TBCs"

2. Review Approved status with TBC Number

To Date

3. Click [View] to open package details

PIIN	TBC Number	TBC Status	TBC Status Date	Lead Time (days)	Submitted KO	Assigned TBC Agent	
WE2345-12-A-6789-2345	AAA-WE2345-12-0001	Approved	2012/07/31 18:08:46	0	Summers, Nina	<input type="text"/>	[View]

[CREATE TBC]

4. TBC Number displays at top

Theater Business Clearance Package

AAA-WE2345-12-0001

Package Type

ACO Name

Contract Type

ACO Phone #

Online TBC Training Information

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JOINT CONTRACTING AND CONTINGENCY SERVICES

KO Home Approver Home User Profile Search Vendors New Solicitation Search Solicitations TBC **Help and Training** FAQs Links Feedback

Name: Lisa Jones - User/ContractOfficer/VendorApprover Thursday, 02 August 2012

Training Documents

Click on the links below to download the selected document.

TBC Guides:

- TBC Overview
- Register a New User
- Register a CAC
- TBC Job Aid - Accessing JCCS
- TBC Contracting Officer**
- TBC Job Aid - Contracting Officer Tasks
- Viewing TBC Packages
- Creating TBC Packages
- Editing TBC Packages
- Processing Approved or Rejected TBC Packages

TBC Manager

- Viewing TBC Packages
- Assigning TBC Packages
- Editing TBC Packages
- Approving or Rejecting TBC Packages

TBC Agent

- Viewing TBC Packages
- Editing TBC Packages
- Approving or Rejecting TBC Packages

1. Select Help and Training link

2. Scroll down to TBC Guides and select task-based lessons by role

Job aids provide quick references for specific tasks



Help & Support

- Points of Contact
 - JCCS Program Manager

Martina Johnson
EMAIL: Martina.Johnson@dla.mil
COMM: 571-372-3588
DSN: 312-372-3588
 - CONUS Help Desk

EMAIL: jccs.support@dla.mil
DSN (1): 312-372-3596
DSN (2): 312-372-3593
 - CJTSCC TBC Program Manager

Harvey M. Von Hollen
EMAIL: harvey.m.vonhollen.civ@mail.mil
DSN: 471-1190
COMM: (210) 221-1190